

Helpful Hints for Creating Subscriber Agreements

Having the following information together before creating your Subscriber Agreement (SA) will help the process run more smoothly.

Signatory Authority

- for UST Notifications is the owner or operator of the USTs, or their authorized employee.
- is required to sign the Signatory Authority page of printed with the Subscriber Agreement (SA) after the information is entered electronically. **There can be only one Signatory Authority.**
- is, by default, a Subscriber and must also sign the Subscriber page printed with the Subscriber Agreement.

Subscriber

- is an individual duly authorized by the *Signatory Authority* to submit *Electronic Filings*. **There can be multiple Subscribers, such as an employee, third party contractor, or an environmental consultant.**
- must sign the Subscriber page printed with the Subscriber Agreement before it is mailed into DEEP for approval.

User Accounts and Usernames

- create User Accounts for the Signatory Authority and all Subscribers first, before beginning the Subscriber Agreement.
- input the username from the User Accounts in the Subscriber Agreement when prompted.



Subscriber Agreements (SAs)

You must have your Subscriber Agreement approved by DEEP before you can submit your notification filings.

A screenshot of the eFiling System dashboard. The top navigation bar includes the State of Connecticut logo, Governor Dannel P. Malloy's name, and user information: "Welcome Tank User! [Log Out]", "0 Unpaid Filings", and "1 Unread Messages". The main content area is titled "eFiling System My Home". It includes a "Welcome to your home page" message and a link to "start a new filing". There are two main sections: "Open Filings" and "Finalized Filings". Both sections have a "Filter open/finalized filings by type:" dropdown menu set to "All" and a "Search Filing ID:" input field. The "Open Filings" section shows a table with columns: Edit, Type, ID, Application ID, Status, and Info. It currently displays "No filings found". The "Finalized Filings" section shows a table with columns: Type, ID, Permit ID, Start Date, End Date, Status, and Info. It also displays "No filings found". On the left sidebar, there is a "My Home" section with links: Account Manager, Messages, Subscriber Agreements, and Guide Me. The "Subscriber Agreements" link is highlighted with a blue arrow pointing to it from a text box on the right.

You must have your Subscriber Agreement approved by DEEP before you can submit your notification filings.

Select Subscriber Agreement from this menu and complete it electronically, then print, get all required wet signatures, and mail it to DEEP for approval.

Creating Your Subscriber Agreement (SA)

You can use already approved Subscriber Agreements (SA) or add a new Agreement.



A screenshot of the ezFile eFiling System interface. The top navigation bar includes the State of Connecticut logo, the Department of Energy & Environmental Protection name, and a welcome message for "TANK User!". The left sidebar contains navigation links for DEEP Home, Permits & Licenses, Getting Started, Public Search, Help, My Home, and New Filings. The main content area is titled "eFiling System" and "My Subscriber Agreements". It displays a "Welcome to your Subscriber Agreements page." message with a green checkmark icon. Below this is a search bar and a table header for "Subscriber Agreements" with columns for SA #, Client, Status, and Action. The table currently shows "No SAs found". At the bottom of the table area is an "Add Subscriber Agreement" button. A status message at the bottom right indicates "Showing 0 to 0 of 0 entries".

Previously submitted Subscriber Agreements and their Status will be listed here. For this user, no SAs were found.

Select "Add Subscriber Agreement" button here to create a SA.

Subscriber Agreements for UST Notifications

Select UST as the line of business here for creating the Subscriber Agreement for UST Notifications and Fee Payments.



Gov State of Connecticut Governor Dannel P. Malloy

Department of ENERGY & ENVIRONMENTAL PROTECTION

Welcome Tank User! [Log Out] 0 Unpaid Filings 1 Unread Messages

eFiling System
Add New Subscriber Agreement

DEEP Home
Permits & Licenses
Getting Started
Public Search
By Map
Boating & Fishing
Radiation
Help
My Home
Account Manager
Messages
Subscriber Agreements
Guide Me
New Filings:
Boating & Fishing
Radiation
Stormwater
Underground Storage
Tank

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as 'The', 'Town/City of', and 'Department of'.
- To search for your company/organization, exclude words such as 'The', 'Town/City of', and 'Department of'.
- To add a new

Please choose the line of business:

- ☒ UST
- ☐ Stormwater
- ☐ UST and Stormwater
- ☐ Radiation

Enter Client (Regulated Entity) Name for search: [Text Field] [Search] [Add New]

Client Search Results

Select	Name
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Showing 0 to 0 of 0 entries

Please select a client from the table above

Selected Client:

Selected Line of Business: UST

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

Users

Select	Type	User Name	First Name	Last Name	Email
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Choose UST as the line of business for this SA.

Client Search and Results

You enter your Client (Regulated Entity) Name for Search and Select Client if in list of Results.



State of Connecticut
Department of ENERGY & ENVIRONMENTAL PROTECTION

Welcome Tank User! [Log Out] 0 Unpaid Filings 2 Unread Messages

ezFile
eFiling System
Add New Subscriber Agreement

DEEP Home
Permits & Licenses
Getting Started
Public Search
By Map
Boating & Fishing
Radiation
Public Comments
Submitted SWF Filings
Submitted SWF Filings
Submitted SWF Filings
Help
My Home
Account Manager
Messages
Subscriber Agreements
Guide Me
New Filings:
Boating & Fishing
Radiation
Stormwater
Underground Storage
Tank

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- To search for your company/organization, exclude words such as "The", "Town/City of", and "Department of".
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search: Tank

Client Search Result

Select	Name
<input type="checkbox"/>	DON STANKUS
<input type="checkbox"/>	STOLT PARCEL TANKERS INC
<input checked="" type="checkbox"/>	Tank Business, Inc.
<input type="checkbox"/>	Philip Tankard
<input type="checkbox"/>	JOHN TANKE
<input type="checkbox"/>	TANKS ARE US, LLC

Please select a client from the table above

Showing 1 to 39 of 39 entries

Selected Client: Tank Business, Inc.

Selected Line of Business: UST

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

Users

Select	Type	User Name	First Name	Last Name	Email
No users found					

Showing 0 to 0 of 0 entries

Search for Client Name (Regulated Entity) first! Select Search button. See search hints in text above button.

Must Select checkbox for Client from Results List.

If the Client is not in the List, Select "Add New" button to add Client and submit for DEEP approval.

Adding a NEW CLIENT

eFiling System
Add New Subscriber Agreement

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as "The", "Town/City of", and "Department of".
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search:

Client Search Result

Select	Name
There are no clients	

Showing 0 to 0 of 0 entries

Please select a client from the table above

Use the "Search" option first to find your Client Name.

Only select "Add New" if you cannot find your client name.

*Search Tip: keep your search as broad as possible. For example, for the client *Acme Automotive LLC*, search for "Acme" or "Acme Auto."

If you selected "Add New," you must complete the following page. For Business Entity, you can search the SOTS database by entering your 7-digit business ID and clicking "Look Up." If your company is not registered in SOTS, you can manually enter the Client Name at the bottom.

eFiling System
Subscriber Agreements > Add New Client

What is the business type for the new client being added?

- ☐ Individual
- ☒ Business Entity
- ☐ Municipality
- ☐ State Agency
- ☐ Federal Agency
- ☐ Tribal

Please provide additional client details below:

Provide Secretary of the State (SOTS) business ID # 7-digit number

Note: SOTS ID is a 7-digit number.

Not registered with SOTS? ☐

Note: Don't know your SOTS ID? Search the CONCORD system.

Client Name Required

PLEASE READ THIS NOTE!!!

Note: When you add a new company or person to the database, we need to verify a few things. Don't worry, this is all done for you, but you will not be able to submit this Subscriber Agreement form until we complete the process. We will email you as soon as we are done at which point you will be able to search for your company or individual name.

Add and/or Delete Signature Authority and Subscribers



Only one user name can be added as the Signature Authority and is required. Multiple users can be added as Subscribers.



State of Connecticut
Governor Daniel P. Malloy

Department of
ENERGY & ENVIRONMENTAL PROTECTION

Welcome Tank User! [Log Out] 0 Unpaid Filings 2 Unread Messages

eFiling System
Add New Subscriber Agreement

DEEP Home
Permits & Licenses

Getting Started
Public Search
By Map
By Location
Boating & Fishing
Radiation

Public Comments
Submitted SWF Filings
Submitted SWF Filings
Submitted SWF Filings

Help

My Home
Account Manager
Messages
Subscriber Agreements
Guide Me

New Filings:
Boating & Fishing
Radiation
Stormwater
Underground Storage
Tank

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- To search for your company/organization, exclude words such as "The", "Town/City of", and "Department of".
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search: Tank [Search] [Add New]

Client Search Result

Select	Name
<input type="checkbox"/>	DON STANKUS
<input type="checkbox"/>	STOLT PARCEL TANKERS INC
<input checked="" type="checkbox"/>	Tank Business, Inc.
<input type="checkbox"/>	Philip Tankard
<input type="checkbox"/>	JOHN TANKE
<input type="checkbox"/>	TANKS ARE US, LLC

Showing 1 to 39 of 39 entries

Please select a client from the table above

Selected Client: Tank Business, Inc.

Selected Line of Business: UST

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement as well as the same filing rights as a Subscriber.

Users

Select	Type	User Name	First Name	Last Name	Email
No users found					

Showing 0 to 0 of 0 entries

[Add] [Delete] [Submit]

Add a Signature Authority. Only one name can be added as Signatory Authority and the Signatory Authority is required for each Subscriber Agreement.

Signatory Authority for UST Notifications can be the owner, operator, or their authorized employee.

The Signatory Authority is required to sign the paper copy of the SA that is submitted to DEEP for approval.

Adding Signatory Authority and Subscribers

All Users must have gone through the account creation procedure and have a username and password.



The screenshot shows the ezFile eFiling System interface. The top navigation bar includes the State of Connecticut logo, the Department of Energy & Environmental Protection name, and user information (Welcome Tank User!, Log Out, 0 Unpaid Filings, 2 Unread Messages). The left sidebar contains navigation links: DEEP Home, Permits & Licenses, Getting Started, Public Search, Public Comments, Help, My Home, and New Filings. The main content area is titled "eFiling System" and "Add New Subscriber Agreement". It provides instructions on how to search for a client and lists search results. A modal dialog box is open, prompting the user to enter a username and select a user type. The "Add User" button is highlighted.

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as "The", "Town/City of", and "Department of".
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search:

Client Search Result

Select	Name
<input type="checkbox"/>	DON STANKUS
<input type="checkbox"/>	STOLT PARCEL TANKERS INC
<input checked="" type="checkbox"/>	Tank Business, Inc.
<input type="checkbox"/>	Philip Tankard
<input type="checkbox"/>	JOHN TANKE

Showing 1 to 39 of 39 entries

Selected Client: **Tank Business, Inc.**

Selected Line of Business: **UST**

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

Users

Select	Type	User Name	First Name	Last Name	Email
No users found					

Showing 0 to 0 of 0 entries

Enter **"username"** of Signatory Authority and select User Type **"Signatory Authority."**

Adding Users (Signature Authority and Subscribers)

All Users must have go through the account setup procedure and have a username and password.



State of Connecticut Governor Daniel P. Malloy

Department of ENERGY & ENVIRONMENTAL PROTECTION

Welcome Tank User! [Log Out] 0 Unpaid Filings 2 Unread Messages

ezFile

eFiling System
Add New Subscriber Agreement

Here you will be able to add a subscriber agreement for your company/organization. Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as "The", "Town/City of", and "Department of".
- To search for an individual, exclude first name, middle initial, and any prefixes or suffixes (Mr., Mrs., Jr., etc.).
- To add a new company/organization or individual, select the "Add New" button.

Enter Client (Regulated Entity) Name for search:

Client Search Result

Select	Name
<input type="checkbox"/>	DON STANKUS
<input type="checkbox"/>	STOLT PARCEL TANKERS INC
<input checked="" type="checkbox"/>	Tank Business, Inc.
<input type="checkbox"/>	Philip Tankard
<input type="checkbox"/>	JOHN TANKE
<input type="checkbox"/>	TANKS ARE US, LLC

Showing 1 to 39 of 39 entries

Please select a client from the table above:
Tank Business, Inc.

Selected Client: **Tank Business, Inc.**

Selected Line of Business: **UST**

Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

Users

Select	Type	User Name	First Name	Last Name	Email
No users found					

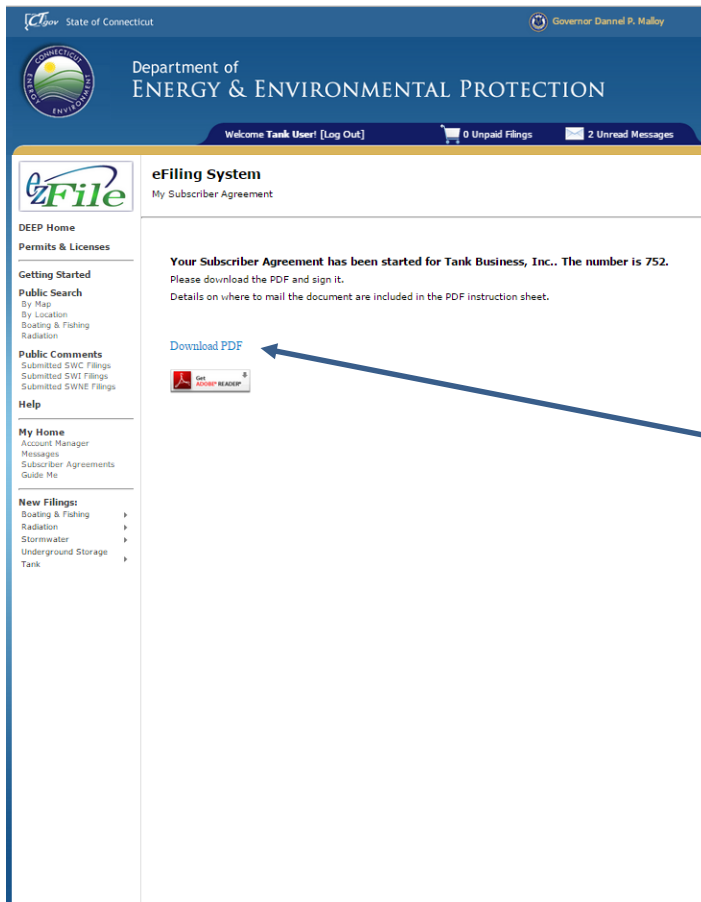
Showing 0 to 0 of 0 entries

Enter **"username"** of Subscriber and select User Type **"Subscriber."**

Repeat this process for any addition Subscribers.

Download and Print your SA

You have completed electronically creating your Subscriber Agreement (SA).



Download and Print your
Subscriber Agreement.

Print your SA and get “wet” Signatures

Print your Subscriber Agreement (SA) and get wet signatures of Signatory Authority and all Subscribers.



SA Number: 748
Page 5 of 7

D. Signatory Authorization

Company Name / Organization: **Tank Business, Inc.**
Secretary of the State Business ID (if LLC or Corp):
Signatory Authority Name: **Tank User**
Email Address: **Tank.User@Facilities.com** Phone Number:
User Name: **TankUser** SA Number: **748**

The Signatory Authority is the appropriate individual identified under, as applicable, 22a-430-3(b)(2)(A), 22a-174-2(a), or 22a-449(c)-110 (incorporating 40 CFR § 270.11(b)).

I, **Tank User** (User ID: **TankUser**), have the authority to enter into this Agreement on behalf of the Regulated Person.

Electronic Filings:
Tank User
Tank User

In signing this Agreement, I am bound by the terms of this Agreement, and this Agreement.

Signatory Authority Signature

Signatory Printed Name

Title

Date

SA Number: 748
Page 7 of 7

E. Subscriber Signature

Company Name / Organization: **Tank Business, Inc.**
Secretary of the State Business ID (if LLC or Corp):
Subscriber Name: **Tank User**
Email Address: **tank.user@compliancegmt.com** Phone Number:
User Name: **TankUser** SA Number: **748**

The Subscriber is either the Signatory Authority named in Section D of this Agreement, or an individual duly authorized to submit Electronic Filings by the Signatory Authority pursuant to the appropriate standards and regulations (e.g., RCSA §§ 22a-430-3(b)(2)(B), 22a-174-2(a), 22a-174-6(d), and 22a-449(c)-110 (incorporating 40 CFR § 270.11(b))).

I, **Tank User** (User ID: **TankUser**), have the authority to enter into this Agreement for **Tank Business, Inc.** and under who does have the authority under the applicable standards to enter into this Agreement for **Tank Business, Inc.**

By submitting this Agreement to the Connecticut DEEP I, **Tank User** (User ID: **TankUser**), have read, understand, and accept the terms and conditions of this Subscriber Agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this Agreement and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the Agreement, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Subscriber Signature

Subscriber Printed Name

Title

Date

Print this form, save a copy for your records, and mail original to the address noted in the instructions.

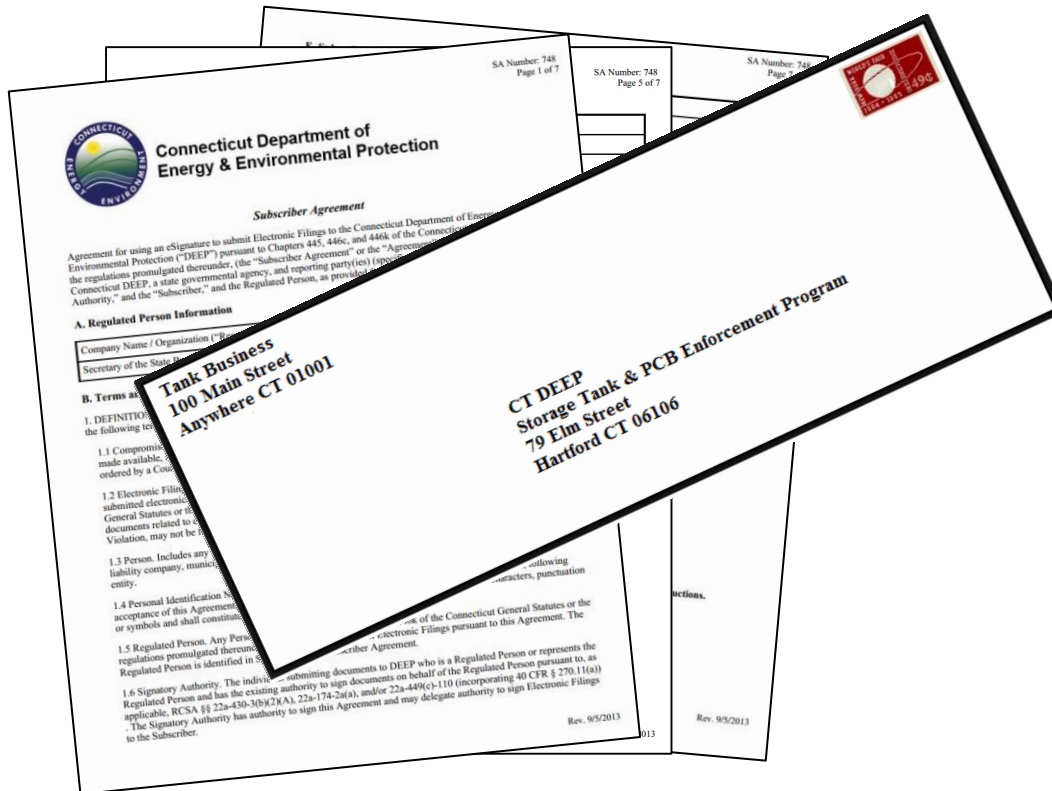
Rev. 9/5/2013

Print and the Signatory Authority signs the Signatory Authorization page.

Print and each Subscriber signs their respective Subscriber Signature page.

Mail your SA to DEEP and Wait for Approval E-mail

You will be notified by e-mail as soon as your Subscriber Agreement has been approved by DEEP and you can submit your filing(s).



Mail Subscriber Agreement to DEEP. An e-mail will be sent to you upon approval. This may take a few days.

If you do not see the approval e-mail, remember to check your Junk E-mail Inbox.